

15 MAY 1974

MEMORANDUM FOR: Deputy Director for Management and Services

Dear Harold:

Herewith some facts, and some ideas, about overseas M&S conferences in FY-75. There is attached a schedule of overseas travel by Office Heads or Deputies, by the five major geographical areas, for the period FY-71 through FY-74. The same incumbents of the positions did not necessarily make the trips, i.e., the D/CO, the DTR, in FY-71, as well as others. The important point to note, however, is that the function has been represented in the areas listed in the time span listed.

In formulating the recommendations as to what Office Heads should accompany you or me for M&S conferences, I have been guided by three considerations. What functional rep has been in what areas in the last four Fiscal Years, the nature of the problems that might be in existence in any area, and the necessity to have Fred Janney get some overseas travel under his belt.

I, therefore, suggest for consideration the following three conferences, at an approximate time, with a list of attendees:

European Conference - late August/early
September - ADD/M&S; D/F; D/Pers; CMO

Latin America Conference - late
October/early November - DD/M&S; D/L;
D/S; CMO

Far East Conference - late February/early
March - DD/M&S; D/Pers; DTR; CMO

You will note that the above listing includes five Office Heads. Dr. Tietjen is now touring the Far East and I rather include that in the same time-frame of which we are speaking. The Communications function has been very well represented in all areas for '73 and '74. I would, therefore, leave it to the initiative of the D/CO if he believes he should

75. That then leaves only OJCS. I
by the home fire for necessitous
also his tenure with us is most

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